

## **Art Exhibition Policy**

### **Purpose**

The Robbins Library encourages exhibitions and displays of paintings, photographs, crafts, sculpture and other art works in so far as space permits. This policy reflects the Trustees' belief that the library serves an important cultural role in the community as a showcase for the works of artists and craftspeople in the Arlington area. The library provides an attractive place where people may enjoy the work of neighbors and friends.

These exhibits of art works and artifacts promote the goals of the Library to support community cultural and artistic activities; to encourage individuals who may be contributing to the increase of knowledge or extension of the arts; and to reach potential library patrons.

### **Policy**

1. The exhibitions are the responsibility of the Library Director, under the supervision of the Board of Trustees. The Director, at his/her discretion, may refer the appropriateness of an exhibit to a Trustee subcommittee.
2. Selection criteria: quality as a work of art; appropriateness of scale and content to be shown in a public building to patrons of all ages; durability including stability of condition and ease of setup and maintenance; degree to which the exhibit furthers the best interests of the community; relative degree of public interest in the subject matter; relative importance as a reflection of the times or the community; diversity in menu of exhibits for the year; and the degree to which the exhibit will be responsive to and consistent with the policies of the Library Board of Trustees, including the Library's Mission Statement, Goals and Objectives and Collection Development Policy.
3. In the selection of exhibits, priority is given to those artists residing in Arlington or connected to the Town via the schools, employment site or affiliation with the Arlington Arts Council, the Arlington Art Association or the Arlington Center for the Arts.
4. Exhibits by commercial entities are not generally permitted; exceptions to this prohibition would require prior approval of the Board of Trustees.
5. Artwork must be appropriate for people in all age groups, viewing in a public place.
6. Exhibits are presented in an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting space.
7. Materials exhibited in the library do not necessarily represent the views of the library administration or Board of Trustees and exhibition does not imply their endorsement.
8. The Library reserves the right to prohibit an individual or organization from displaying art work and crafts in the Library if the exhibit is judged to be illegal or may interfere with the normal operation of the Library.

9. The Library reserves the right to remove an exhibit if it has proved to cause interference with the normal operation of the Library.
10. Use of the Library's display area by individuals or organizations is not a right but a privilege that is subject to review by the Board of Trustees.
11. The library assumes no responsibility for the preservation, protection, theft, destruction, damage by fire, vandalism, accident or loss of any item displayed. All items are displayed in the library at the owner's risk. All owners are responsible for obtaining insurance (Liability and Fire/Theft) in such amounts as deemed appropriate for their own protection. The exhibit areas are not monitored by staff and may be subject to vandalism. The exhibitor must sign a release form approved by the Town of Arlington.
12. Displays must be scheduled at least two months in advance and no more than six months in advance.
13. No exhibitor may reserve space more than twice in one calendar year.
14. Display reservations are not transferable to another organization.
15. If items on display are for sale, the exhibitor shall give the Library Trust Funds 15% of the sale price as a commission for any item sold as a result of being displayed in the library.
16. No price tags may be places on art objects. However, a handout listing the items by number with prices is permitted. Those interested in making purchases would be requested to call the artist. Sold items must remain in the exhibit.
17. Display reservations are not transferable to another organization.
18. Library use of display areas takes precedence over any other use and the Library reserves the right to, without notice, cancel the use of the display areas by outside exhibitors if the Library Director and Board of Trustees determines that the display space is needed for library purposes.

## **Procedure**

1. Organizations and individuals interested in using library display space must fill out an application form at least two months in advance but no more than six months prior to the proposed exhibit. No exhibit can be installed without permission from the Director or his/her delegated authority. In the selection of exhibits, priority is given to Arlington organizations and residents.
2. Exhibits are normally scheduled for a thirty-day period. New exhibits are mounted on or near the first day of the month and taken down during the last few days of the month.
3. Because of the lack of storage space, it is imperative that materials for exhibit be dropped off and picked up at designated times.
4. Exhibitors are encouraged to publicize exhibits in the local paper and other publications. The library asks exhibitors to submit any publicity to the Director for approval at least three weeks prior to publication. The exhibitor must include background information about him/herself and his/her work with the exhibit.

5. After the exhibitor has obtained permission for use of the space, it is important that the time for hanging or installing the items is cleared with the Director or his/her delegate. Owners of the items are responsible for hanging their materials and for providing the needed tools and wires. Nylon fish line is recommended for hanging materials in the Conference Room and fourth floor rotunda area. Pictures and photographs must be hung from the molding. No thumbtacks or adhesives may be used on the walls. Labels should be affixed to the frames.

Facilities:

There are areas available at the Robbins Library and at the Edith M. Fox Library for exhibit:

1. The countertops in the Reading Room just to the left of the entrance at the Robbins Library are within sight of the lobby. Photographs and small paintings can be displayed on table easels. A display board is available in the lobby to publicize the exhibit.
2. The Conference Room on the fourth floor of the Robbins Library is a meeting room for small groups, which has been outfitted with track lighting and molding for displaying paintings, photographs and other framed items. Depending on their size, approximately 25 items may be shown. While this room is not generally open to the public, it is frequently reserved by groups for meetings. Artists may arrange for an opening and exhibit time with supervision provided by the artist. No admission fees may be charged. No meetings shall be interrupted to set up, remove or view any exhibit.
3. The Rotunda area on the fourth floor is also available to hang artwork.
4. The Edith M. Fox Library and Community Center has two glass display cases (5.5'w x 3.5' h x 1'd) in the outer lobby for display of small objects. There is also wall space on the main level of the library to exhibit paintings and photographs.

Approved by the Board of Trustees 3/12/96

Amended by the Board of Trustees 8/18/99

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Amended by the Board of Trustees 3/14/07

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